

GP-1.15.3.4: PROFESSIONAL DEVELOPMENT REQUIREMENTS

Policy Title:	PROFESSIONAL DEVELOPMENT REQUIREMENTS		
Policy Type:	GOVERNANCE PROCESS		
Policy Number:	GP - 1.15.3.4		
Reviewed:	Sept 2024	Next review:	Sept 2026

Purpose:

The Council, with support as requested from the Curriculum & Credential Committee, has the mandate of ensuring that registrants meet the health and safety needs of the profession and public through ongoing professional development. All registrants licensed to practice shall participate in professional development/continuing education programs approved by Council. Dental Assistants licensed with the Saskatchewan Dental Assistants' Association at a full-practice status are required to attain a minimum of thirty-six professional development credits within a three-year professional development cycle. They also must participate in 300 hours of clinical practice every 3-year cycle.

Current CPR is a requirement for full practice licensure.

Annual infection control training is also a key requirement for full practice licensure.

Requirements:

1. All practicing registrants must participate in 300 hours of clinical practice hours every 3-year cycle. Hours must be from providing professional services directly connected to the dental industry and either require or benefit from a dental assisting background. Employment and volunteer hours may meet the requirement, if they have not already been submitted as professional development credits (See details in Classifications below). Examples of volunteer hours are: board or committee commitments with local, provincial, or national dental regulatory or assisting organizations; volunteer service provision (like Northern Dental Days or educational program Dental Days (i.e., Saskatchewan Polytechnic).
2. Registrants are required to acquire 36 professional development credits in their unique three-year period.
3. The professional development credit accumulation period will begin upon registration or at the beginning of the registrants' three-year professional development cycle. Renewal of practice licensure at the end of the three-year cycle - on January 31 will be conditional upon professional development requirement completion.
4. Courses will only be credited to the license year in which they are earned – February 1 to January 31.
5. CPR must be current and recertification may be made for 1-to-3-year periods. It is recommended

that CPR training be at level C or at the Basic Lifesaving level (BSL). Maximum number of credit hours allocated for CPR training in a 3-year cycle is 8 credits.

6. An approved infection control course must be completed annually and included in the registrants' annual professional development credits.

7. All registrants must meet the minimum number of professional development credits in Dental Assisting. *Dental Assisting Clinical* professional development credits must equal a minimum of 20 points in three years; *Other Nonclinical* professional development related to dental assisting may equal 16 or more professional development credits in three years.

8. Professional development credits beyond 36 credit hours in three years may not be carried forward.

9. Registrants must submit professional development courses in the same license year in which they are completed, in order to receive professional development credits.

10. Non practice registrants seeking practice status after a minimum of one continuous year of non-practice shall be required to successfully complete an infection control course approved by Council.

11. A registrant who, for health reasons, is unable to pursue professional development credits for more than a cumulative six-month period during a three-year cycle will be eligible to apply to have his/her cycle extended. It is the responsibility of the registrant to apply, in writing, to the Registrar to request an extension of the cycle, as soon as possible prior to the completion of the present three-year cycle.

12. Professional Development taken as a result of a Council or Discipline Committee ruling cannot be used towards the total number of credits necessary to satisfy the mandatory professional development requirement. Any professional development taken as a result of a Council or Discipline Committee ruling should not count towards the regular professional development requirements. Any professional development taken under this ruling would be to satisfy this addition requirement only.

Guidelines:

1. Professional development credits will be granted for courses or professional development activities according to policies approved by Council.
2. Professional development activities will generally be accepted at one credit per hour unless otherwise stated. Only actual hours of lecture, instructor and/or practicum times are eligible for credit unless prior approval is received. Members must submit proof of attendance at each course or activity through their member portal.
3. In order to maintain privacy, in clinic training must be submitted by each individual Dental Assistant, not submitted as a multi-sign in sheet.

Categories:

1. Dental Assisting Clinical

Professional Development courses or activities that relate to the practice of dental assisting in the areas of clinical assisting, health promotion and research are eligible.

2. Dental Assisting Non-Clinical

Professional Development courses or activities that relate to the administration or management of the dental practice or practice of dental assisting are eligible for credit.

Classifications:

1. Attendance at courses approved by Council – one credit per hour.
2. An Oral Health Conference with significant scientific content will be accepted for 1 credit per hour provided that proof of attendance at each lecture session is attained and submitted using an appropriate conference tracking tool, otherwise a flat 5 credits will be awarded for the conference.
3. Attendance or participation in dental health month displays, career days, trade shows, and table clinics – 2 credits per event with a minimum 2 hours duration.
4. Attendance at a study club approved by Council – 1 credit per hour to a maximum of 5 per year.
5. Acting as a full-time academic instructor in a dental assisting program – 10 credits per year.
6. Acting as a part-time academic instructor in a dental assistant program – 5 credits per year.
7. Participating in Mentorship Training – 3 credits per year
8. Serving as a mentor for a student of an SDAA approved dental assisting program – 2 credits per week to a limit of 6 credits per annum. Normally mentors sharing a student will share credits unless documentation is received presenting information that both mentors have contributed fully on a daily basis.
9. Presentations approved by the Council – for each hour of lecture given to an approved study group, health group, Dental Health Care Association or conference – 1 credit per hour.

10. Development of a professional development course within pre-defined categories or significant update of an existing course – 10 credit hours per course.
11. For each original written article on dental health written within pre-defined categories, a minimum 500-word essay – 2 credits per article.
12. Completion of classes in a recognized educational facility and undertaking advanced studies in a health / science / math / wellness / communication related programming – full time study – 15 credits per year and for part time study – 3 credits per course per year.
13. Successful completion of science classes specific to dentistry, hands-on accounting courses and adult education programs at a university or college level, using the Saskatchewan Polytechnic criterion of 1 credit per 15 class hours i.e., two - one semester university class equals two credits.
14. Approved distance education programs would be allotted appropriate hours of credit based on one credit per hour and two credits for a written article of a minimum of 500 words or according to credits awarded by sponsoring organization.
15. Successful completion of an approved dental assisting program at an accredited institution applied during year of graduation – 15 credit hours.
16. Successful completion of the NDAEB examination – 5 credit hours.
17. Completion of full or partial requirements of the NDAEB Clinical Practice Evaluation based on 1 credit per successful competency.
18. Advancement of the dental assistant profession by
 - 18.1. Serving in a Council or committee capacity of the Saskatchewan Dental Assistants' Association – 1 credit per meeting attended.
 - 18.2. Serving as a Council or committee member of the CDAA or NDAEB – 1 credit per meeting attended.
 - 18.3. Volunteer for provincial/national/international dentistry projects – pro-rated to a limit of 4 credits per project. Any orientation will be considered under #1.
 - 18.4. Volunteer for an event/project that is not dentally related but is altruistic, enhances public wellbeing and heightens the image of the profession. – 1 credit per event to a maximum of 2 per year.
19. Attendance at a complete session of an annual meeting of the Saskatchewan Dental Assistants' Association – 2 credit hours per in person meeting attendance. One credit will be offered if the current year's AGM recording is reviewed.